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Montana Tobacco-Free Schools

Monograph Series No. 5

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The Office of Public Instruction

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Dear Educators, Administrators, Parents and Community Friends of Education,

This monograph is one in a series of papers that focus on contemporary issues in Montana schools. It is our hope that the research and resources contained here will build awareness and identify skills that will be helpful to you in addressing some of the most pressing and relevant topics confronting our students and staff today.

The information is designed to clarify key problems, identify strategies to affirm students, and provide school personnel with knowledge and information to make good decisions. Many of these contemporary issues involve difficult barriers (both subtle and overt) to educational equity guaranteed by the Montana Constitution.

This series is designed to present in a brief and concise format the newest research, ideas, and successful practices of educators across the nation. We are sensitive to your need for current information as you are faced with critical decisions involving curriculum, educational equity, and the demands and concerns of your community members. Resources, research and technical assistance on successful practices will be included in each monograph.

One of my priorities is to assist educators, administrators and community members in solving contemporary problems in education so that our students receive the best preparation we can give them for full and productive lives. I sincerely hope these monograph issues will be a strong contribution to our joint efforts to put Montana's children and youth first. Your reactions and responses to this monograph series are welcomed.

Sincerely,

Nancy Keenan

Introduction

The use of tobacco products is the single, most preventable cause of death in the United States. Nicotine leads to more deaths than any other addictive drug in this country; yet, until recently, the tobacco industry was very lightly regulated.

Although the types of regulation of tobacco have taken the form of health-warning statements on tobacco products and the restriction of sales to minors, probably the greatest amount of regulation has come from public attitude toward the use of tobacco. . .the designation of non-smoking areas in public places and at the worksite.

In Montana, these have evolved from corporate decisions made out of state that effect local businesses, small businesses located entirely within the state, and by local school boards.

In Montana, prevalence rates have dropped below 20 percent. **The majority of Montanans do not smoke and want to work and live in a smoke-free environment.** Providing impetus in this movement was the release of the 1993 Environmental Protection Agency report on the effects of passive smoking which described the deadly nature of exposure to environmental tobacco smoke.

The Montana Clean Indoor Air Act revised in 1991 allows schools to designate themselves as "tobacco-free" which accomplishes several purposes:

- provides an environment free of smoke for students, staff, and faculty enhancing both comfort and safety,
- reinforces the message students are given in health enhancement and drug prevention classes concerning the negative effects of tobacco products, and
- shows the administrative concern for the health and well-being of students and employees.

This monograph is designed to provide local school administrators and boards of education with background information and the resource materials necessary to create tobacco-free schools in their district. This document provides the most recent information available from public health agencies and is a cooperative effort of the Department of Health and Environmental Sciences and the Office of Public Instruction.

Why Smoking Policies are so Important

Tobacco-free policies are obviously in the interest of the majority of individuals who do not use tobacco. Such policies help protect people from the increased risk of heart disease, cancer, respiratory problems, and allergic reactions that are associated with environmental smoke. This puts a public health message into practice. There are other reasons to establish a tobacco-free policy:

1. **A tobacco-free policy reinforces the message that smoking is dangerous to health.**

   Smoking is the largest preventable cause of disease and death in Montana, accounting for about 1,000 premature deaths in the state each year. While most smokers are aware of their own increased risks for developing cancer, heart disease, or respiratory disease, recent research has confirmed that long-term exposure to tobacco smoke in the workplace is harmful to healthy non-smokers. The use of smokeless tobacco places users at increased risk of a variety of cancers and its use by adolescents in Montana is greater than the national average.

2. **A tobacco-free policy will save money for your organization.**

   Health economists have estimated that employers pay anywhere from $500 to $4,500 more per year for each smoking employee as compared to non-smoking employees, depending on the factors that are considered. A 35 to 39-year-old male, heavy smoker can be expected to generate expenses of more than $61,000 in lost productivity and increased medical care over his lifetime. And that figure does not take into account the additional costs of cleaning or repairing drapes, carpets, and furniture, and the increased risk of fire. The Montana Department of Health and Environmental Sciences estimates that smoking costs the state of Montana approximately $165,000,000 in lost productivity, disease, and death annually.

3. **A tobacco-free environment encourages people to quit smoking or chewing.**

   Most smokers say they would like to quit, and every quit attempt brings them closer to success. The hours that employees spend at work away from other smokers and the temptation to smoke may give them a chance to analyze their habit and develop skills for quitting. The same could be said for smokeless tobacco.

4. **A tobacco-free policy demonstrates that you, as an employer, care enough to provide a safe and healthy work environment.**

   Organizations that have tobacco-free policies have found that employees view the policy not as a restriction of privileges, but as a benefit and an effort to improve working conditions.

5. **A tobacco-free policy provides a clear, consistent no-use message to students.**

   Most schools teach about the harmful effects of tobacco use in health enhancement classes or drug prevention programs or both. However, students receive mixed messages when they hear that tobacco use is harmful in class only to see the school provide smoking facilities for staff who smoke. Consistent messages have been found to be more effective in encouraging youth not to smoke.

6. **A formal tobacco-free policy improves employee relations by eliminating the need for continual negotiations between smokers and non-smokers and chewers and non-chewers.**

Tobacco Use Among Youth in Montana

NATIONAL Statistics

- Today, cigarette smoking is the single most preventable cause of death in the U.S. ("Reducing the Health Consequences of Smoking: 25 Years of Progress," Report of the Surgeon General, 1989).
- One out of every five deaths in Montana are tobacco related (MT Department of Health & Environmental Sciences, Vital Records & Statistics Bureau, 1991).
- 60 percent of all current smokers in the U.S. began smoking by the age of 14; 90 percent by age 21 (U.S. Department of Health & Human Services, "Smoking & Health: A National Status Report," 1987).
- Each day, more than 3,000 U.S. children use tobacco for the first time (U.S. Department of Health & Human Services, "Smoking & Health: A National Status Report, 1987).
- 92 percent of youth smokers do not expect to be smoking one year into the future. The sad truth is that by the end of adolescence, many tobacco users are already addicted to nicotine (National Center for Health Statistics, "National Health Interview Survey on Teenage Attitudes & Practices," 1989).
- Despite recent declines in the rates of smoking in the U.S. among adults, use of tobacco products by youth has remained stable since 1981 (Centers for Disease Control & Prevention, 1990).
- Over 50 percent of all youth ages 12-17 who smoke purchase their cigarettes themselves. This figure is 70 percent among the 16-17 age group (1989, Teenage Attitudes & Practices Survey).
- Small stores and convenience/gasoline stations are the major source of cigarettes for teenage buyers. (1989, Teenage Attitudes & Practices Survey.)
- Among youth ages 12-17 who smoke, 15 percent often purchase their cigarettes from vending machines, 20 percent among the youngest age groups (1989, Teenage Attitudes & Practices Survey).

MONTANA Statistics*

In 1993, of those Montana students in grades 9-12:

- 23 percent reported smoking on a regular basis.

- The median age of first use of cigarettes was 13 years of age.
- 58 percent of the students who smoke indicated that they had tried unsuccessfully to quit smoking within the past six months.
- 36 percent of males reported using chewing tobacco or snuff during the past 30 days as compared to 10 percent of the females.
- Of those students of Native American or Alaskan Native origin, 48.7 percent of males, and 32.0 percent of females reported using chewing tobacco or snuff during the past 30 days.

MONTANA Youth Use of Tobacco Products*

Cigarettes

Percent of students in grades 9-12 who report they have already tried cigarette smoking or they think they will try smoking sometime in the next 12 months:

Males:	56.1%
Females:	48.1%

Percent of students in grades 9-12 who report smoking regularly during the previous 30 days:

Montana Youth:	23% of males and females
U.S. Youth:	21% of males and females

Chewing Tobacco

Percent of students in grades 9-12 who report use of chewing tobacco in the previous 30 days:

Montana Youth:	36 % of all males 10% of all females (24% of all youth) 48.7% of Native American males 32.9% of Native American females
U.S. Youth:	19% of males 1% of females (10% of all youth)

Note: Over one-half of those students who smoked in the preceding 30 days tried to quit at least once, unsuccessfully, during the past six months.

*Source: **1993 Montana Youth Risk Behavior Survey**

Environmental Tobacco Smoke

In January 1993, the U.S. Environmental Protection Agency released the long-awaited report "Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders," describing the serious (and deadly) nature of human exposure to environmental tobacco smoke (ETS). In this report, the EPA officially labeled ETS as a Group A—human lung carcinogen, posing a substantial public health hazard. Some of the key facts regarding ETS and its dangers are summarized below. Use them to inform school administrators, faculty members, students and community leaders and citizens to further develop or bolster a school tobacco-free policy.

General

- Environmental tobacco smoke is a contributor to disease, including lung cancer, in healthy nonsmokers. Each year, ETS kills an estimated 3,000 adult nonsmokers from lung cancer.
- Environmental tobacco smoke causes 30 times as many lung cancer deaths as all regulated air pollutants combined.
- Environmental tobacco smoke causes other respiratory problems in nonsmoking adults and children.
- For many people, environmental tobacco smoke causes reddening, itching, and watering of the eyes. About 8 out of 10 nonsmokers report they are annoyed by others' tobacco smoke.
- More than 4,000 chemical compounds have been identified in tobacco smoke. Of these, at least 43 are known to cause cancer in humans and/or animals.
- More than 90 percent of Americans favor restricting or banning smoking in public places.

Children

- Each year, exposure to environmental tobacco smoke causes 150,000-300,000 lower respiratory tract infections (such as pneumonia and bronchitis) in U.S. infants and children younger than 18 months of age. These infections result in 7,500 to 15,000 hospitalizations yearly.
- Children exposed to environmental tobacco smoke in the home are more likely to have chronic cough, wheezing, middle-ear disease and reduced lung function.
- Environmental tobacco smoke increases the number of asthma attacks and severity of symptoms in about 20 percent of the country's 2-5 million asthmatic children.

Workplace

- Workers exposed to environmental tobacco smoke on the job are 34 percent more likely to develop lung cancer.
- The simple separation of smokers from nonsmokers within the same airspace may reduce, but cannot eliminate, the exposure of nonsmokers to environmental tobacco smoke.
- There is no safe level of exposure to a cancer-causing substance, such as environmental tobacco smoke.
- Survey responses indicate that at least 4.5 million American workers experience great discomfort from exposure to environmental tobacco smoke.

The Montana Clean Indoor Air Act

The purpose of the Montana Clean Indoor Air Act is to protect the health of nonsmokers in public places and to provide for reserved areas in some public places for those who choose to smoke.

Revision of Part 2 of the Act, Government Offices and Work Areas, took place in 1991, prohibiting smoking in all areas of state-owned/occupied building structures. The revisions include a mandate for agency heads to establish at least one designated smoking area in the building(s) occupied by the agency, provided the building is suited by architectural design and functional purpose to have a designated smoking area. In addition, public school and community college facilities may be designated entirely tobacco free, with no provisions for a smoking area. Following is a synopsis of the Montana Clean Indoor Air Act.

For PUBLIC places, four options are available:

The proprietor or manager of an enclosed public place shall:

1. Designate and reserve the entire area as a nonsmoking area;
2. Designate nonsmoking areas with easily readable signs;
3. Reserve part of the public place for nonsmokers and post easily readable signs designating a smoking area; or
4. Designate the entire area as a smoking area by posting a sign that is clearly visible to the public stating this designation.

For HEALTH CARE facilities, the following options apply:

The proprietor or manager of a health care facility shall:

1. Designate the entire health care facility as a nonsmoking facility; or otherwise
2. Prior to admissions, determine the preference of the patient for a smoking or nonsmoking room and provide these accommodations if possible;
3. Prohibit smoking in kitchens, laboratories, corridors, storage areas, and other areas where flammable materials are contained;
4. Prohibit employees from smoking in patient rooms and require visitors to obtain approval from all patients in the room or the patients' physicians prior to smoking; and
5. Provide a nonsmoking area in all waiting rooms.

For GOVERNMENT offices, the following options apply:

It is the declared public policy of the state of Montana that all buildings maintained by the state are to be smoke free, therefore:

The "agency head" of a governmental building:

1. Shall establish at least one designated smoking area in each building except in those areas which are not suitable by their current architectural design or function to support such use;
2. May designate a smoking area in a cafeteria; the size to be determined by the number of smokers and nonsmokers frequenting the area;
3. May designate a corridor, lobby, or restroom as a smoking area when it is not possible to designate another more suitable smoking area;
4. In establishing designated smoking areas, shall consider the number of smokers and nonsmokers in the agency, the building ventilation system, the availability of space, and the protection of nonsmokers from exposure to environmental tobacco smoke; and
5. Shall place signs near each entrance of a building stating that the building is smoke free, place signs stating where the designated smoking areas are located, provide adequate ashtrays in the designated smoking areas, and use signs which are aesthetically pleasing in buildings which are of historical significance.

For PUBLIC SCHOOLS, the following options apply:

The school board of trustees may:

1. Designate the entire school facility as tobacco free, with no designated smoking areas.
2. Adopt the same public policy as imposed upon governmental buildings, following the same guidelines as outlined for them.

Youth Access to Tobacco Products

In June of 1993, the Montana Legislature passed H.B. 548, a law restricting the distribution of tobacco products to youth under the age of 18 years. This law, which resulted from support of various groups, including the federal government through enactment of the Synar Amendment in 1992, made Montana the last state in the nation to adopt legislation of this nature. The purpose of the law is to reduce access to tobacco products by youth, preventing unnecessary experimentation and addiction to tobacco by this segment of our population. The provisions of the new law are as follows:

1. No sales, sampling or giving of tobacco products to youth under the age of 18 years.
2. No distribution of unsealed packages of cigarettes (this includes single cigarettes).
3. No vending machine sales in public places, unless the machine is under the visual supervision of a store employee.
4. No tobacco use on school property by students or faculty, except for nonstudent adults in a designated smoking area.
5. Retailers must have a license to sell tobacco products, obtained through the Department of Revenue.
6. Signs must be posted at the point of purchase indicating the new state law.
7. License holder is not responsible for sales by his/her agent; the agent is responsible.
8. The fine for a retailer who does not obtain a license or post signs specific to the enforcement of the new law at the point of purchase is punishable by civil penalty of $100.

Fines for individuals selling or distributing tobacco products to youth under the age of 18 years are $100 for first offense, $200 for second offense if within one year of the first offense, $300 for third offense if within two years of the first and second offenses, and $500 for fourth offense if within two years of the first through third offenses.

Other fines for violation of the new law for distributing tobacco products to youth under the age of 18 years in unsealed packages are not more than $100 for first offense, not more than $200 for second offense and not more than $500 for third or subsequent offenses.

TITLE 50
HEALTH AND SAFETY
CHAPTER 40
SMOKING IN PUBLIC PLACES

Part 1—Montana Clean Indoor Air Act

50-40-101. **Short title.** This part may be cited as the "Montana Clean Indoor Air Act of 1979."

50-40-102. **Purpose.** The purpose of this part is to protect the health of nonsmokers in public places and to provide for reserved areas in some public places for those who choose to smoke.

50-40-103. **Definitions.** As used in this part, the following definitions apply:

(1) "Department" means the department of health and environmental sciences provided for in Title 2, chapter 15, part 21.

(2) "Enclosed public place" means any indoor area, room, or vehicle used by the general public or serving as a place of work, including but not limited to restaurants, stores, offices, trains, buses, educational or health care facilities, auditoriums, arenas, and assembly and meeting rooms open to the public.

(3) "Establishment" means an enterprise under one roof that serves the public and for which a single person, agency, corporation, or legal entity is responsible.

(4) "Person" means an individual, partnership, corporation, association, political subdivision, or other entity.

(5) "Place of work" means an enclosed room where more than one employee works.

(6) "Smoking" or "to smoke" includes the act of lighting, smoking, or carrying a lighted cigar, cigarette, pipe, or any smokable product.

(7) "Smoking area" means a designated area in which smoking is permitted.

50-40-104. **Designation or reservation of smoking or nonsmoking areas -- notice.** (1) The proprietor or manager of an enclosed public place shall:

(a) designate nonsmoking areas with easily readable signs;

(b) reserve a part of the public place for nonsmokers and post easily readable signs designating a smoking area;

(c) designate the entire area as a smoking area by posting a sign that is clearly visible to the public stating this designation; or

(d) designate and reserve the entire area as a nonsmoking area.

(2) The proprietor or manager of an establishment containing enclosed public places shall post a sign in a conspicuous place at all public entrances to the establishment stating, in a manner that can be easily read and understood, whether or not areas within the establishment have been reserved for nonsmokers.

(3) The proprietor or manager of an establishment containing both a restaurant and a tavern, in which some patrons choose to eat their meals in the tavern, is not required by this part to post a sign described in subsection (2) in the tavern area of the establishment.

(4) The proprietor or manager of an intrastate bus that is not chartered shall prohibit smoking in all parts of the bus.

50-40-105. No smoking signs in certain places. No smoking signs must be conspicuously posted in intrastate buses that are not chartered, elevators, museums, galleries, kitchens, and libraries of any establishment doing business with the general public.

50-40-106. Requirements of health care facilities. (1) Health care facilities shall:

(a) ask all inpatients, prior to admission, to designate their preference for a nonsmoking or smoking patient room and, when possible, accommodate such a preference;

(b) prohibit smoking in all kitchens, laboratories, and corridors;

(c) prohibit smoking in storage areas for supplies or materials and wherever flammable liquids, gases, or oxygen is stored or in use;

(d) provide a nonsmoking area in all waiting rooms;

(e) prohibit employees from smoking in patient rooms; and

(f) require visitors to obtain express approval from all patients in the patient room, or from the patients' physicians, prior to smoking.

(2) Nothing in this section shall prohibit a health care facility from banning smoking on all or a part of its premises.

(3) All areas of a health care facility not specifically referred to in this section may be considered smoking areas unless posted otherwise.

50-40-107. Exemptions. The following shall be exempt from this part:

(1) restrooms;

(2) taverns or bars where meals are not served;

(3) vehicles or rooms seating six or fewer members of the public;

(4) school district buildings and facilities designated as tobacco free by the board of trustees of the school district;

(5) community college buildings or facilities designated as tobacco free by the board of trustees of the community college district;

(6) state government buildings declared smoke free.

50-40-108. Enforcement. The provisions of this part shall be supervised and enforced by the local boards of health under the direction of the department.

50-40-109. Penalties. A person who fails to designate or reserve a smoking or nonsmoking area in his establishment as provided for in 50-40-104 is guilty of a misdemeanor and is subject to a fine of not more than $25.

Part 2—Government Offices and Work Areas

50-40-201. Reservation of smoking and nonsmoking areas in work areas in local government buildings. In offices and work areas in buildings maintained by a political subdivision, except a school or community college facility designated as tobacco free by the board of trustees of the school district or community college district, in which seven or more employees of the political subdivision are employed, the manager or person in charge of the work area shall arrange nonsmoking and smoking areas in a convenient area.

50-40-202. Public policy. In recognition of the increased health hazards of passive smoke on the nonsmoker, it is the declared public policy of the state of Montana that all buildings maintained by the state are to be smoke free.

50-40-203. Definitions. As used in 50-40-202 through 50-40-205, the following definitions apply:

(1) "Agency head" means a director, commissioner, or constitutional officer in charge of an executive, legislative, or judicial branch agency or of an agency of the Montana university system.

(2) "Department" means the department of administration provided for in Title 2, chapter 15, part 10.

(3) "Smoking" means any lighted cigar, cigarette, or pipe or any other lighted tobacco product.

50-40-204. Smoke-free buildings—designated smoking areas. (1) In buildings maintained by the state, smoking is prohibited in the following areas:

(a) general office space;

(b) auditoriums, classrooms, and conference rooms;

(c) elevators;

(d) corridors, lobbies, restrooms, and stairways, except as provided in subsections (2)(b) and (4);

(c) medical care facilities;

(f) libraries; and

(g) hazardous areas.

(2) An agency head shall establish at least one "designated smoking area" in each building, except in those areas listed in subsection (1), suited by architectural design and functional purpose to be used as a smoking area.

(a) An agency head may designate a smoking area in a cafeteria. The size of the area must be determined by an estimate of the number of smoking and nonsmoking patrons served.

(b) An agency head may designate a corridor, lobby, or restroom as a smoking area when it is not possible to designate another smoking area.

(3) In establishing designated smoking areas, as provided in subsection (2), an agency head shall consider:

(a) the number of smokers and nonsmokers in the agency;

(b) the building ventilation system;

(c) the availability of space; and

(d) the protection of nonsmokers from involuntary exposure to smoke.

(4) Agencies in multitenant buildings are encouraged to work together to identify designated smoking areas.

50-40-205. Signing—Smoking recpetacles. (1) The department shall place signs near each entrance to a building stating that the building is smoke free.

(2) An agency head shall place signs stating where the designated smoking areas are located.

(3) An agency head is responsible for providing adequate ash trays or receptacles in the designated smoking areas.

(4) In buildings of historical significance, the department shall place signs that are aestetically pleasing and that fit the architectural style of the building.

House Bill 548

AN ACT PROHIBITING THE SALE OR DISTRIBUTION OF TOBACCO PRODUCTS TO A PERSON UNDER 18 YEARS OF AGE; REQUIRING A LICENSE FOR RETAIL SALES OF TOBACCO PRODUCTS; REQUIRING THE POSTING OF SIGNS; PROHIBITING THE DISTRIBUTION OF TOBACCO PRODUCTS IN OTHER THAN SEALED PACKAGES; RESTRICTING SALES FROM TOBACCO VENDING MACHINES; PROHIBITING THE USE OF TOBACCO PRODUCTS ON PUBLIC SCHOOL PROPERTY; AUTHORIZING CERTAIN LOCAL REGULATIONS; AND PROVIDING PENALTIES.

STATEMENT OF INTENT

A statement of intent is required for this bill because [section 11] grants the department of revenue authority to adopt rules.

It is the intent of the legislature to reduce the number of young people who use tobacco products, to recognize the responsibility of retail sellers for contributing to the use of tobacco products by young people, to establish a system of regulations and sanctions prohibiting the sale or distribution of tobacco products to young people, and to provide for the posting of signs informing young people that sales or distribution of tobacco products to them is illegal.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. **Short title.** [Sections 1 through 11] may be cited as the "Youth Access to Tobacco Products Control Act."

Section 2. **Definitions.** For the purposes of [sections 1 through 8], the following definitions apply:

(1) "Distribute" means:

(a) to give, deliver, sample, or sell;

(b) to offer to give, deliver, sample, or sell; or

(c) to cause or hire another person to give, deliver, sample, or sell or offer to give, deliver, sample, or sell.

(2) "Health warning" means a tobacco product label required by federal law and intended to alert users of the product to the health risks associated with tobacco use. The term includes warning labels required under the Federal Cigarette Labeling and Advertising Act and the Comprehensive Smokeless Tobacco Health Education Act of 1986.

(3) "License" means a retail tobacco product sales license.

(4) "Person" means a natural person, company, corporation, firm, partnership, organization, or other legal entity.

(5) "Tobacco product" means a substance intended for human consumption that contains tobacco. The term includes cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco.

Section 3. **License for retail sale of tobacco products.** (1) A person may not sell tobacco products at retail, whether over the counter, by vending machine, or otherwise, without a license obtained from the department of revenue.

(2) A license for the retail sale of tobacco products may be obtained from the department of revenue.

(3) The fee collected by the department must be deposited in the general fund.

Section 4. **Signs.** A retail seller of tobacco products shall conspicuously display, at each place on the premises at which tobacco products are sold, a sign that is to be provided without charge by the department of revenue that states: "Montana law prohibits the sale of tobacco products to persons under 18 years of age."

Section 5. **Sale or distribution of tobacco products to persons under 18 years of age prohibited.** (1) A person may not sell or distribute a tobacco product to an individual under 18 years of age, whether over the counter, by vending machine, or otherwise.

(2) If there is a reasonable doubt as to the individual's age, the seller shall require presentation of a driver's license or other generally accepted identification that includes a picture of the individual.

Section 6. **Sales from tobacco vending machines.** Tobacco products may be sold through a vending machine only in:

(1) factories, businesses, offices, and other places not open to the general public;

(2) places to which individuals under 18 years of age are not permitted access;

(3) places where alcoholic beverages are sold and consumed on the premises; and

(4) places where the vending machine is under the direct supervision of the owner or an employee of the establishment. The sale of tobacco products from a vending machine under direct supervision of the owner or an employee of the establishment is considered a sale of tobacco products by that person for purposes of [section 5].

Section 7. **Distribution of tobacco products in other than sealed packages prohibited.** A person may not distribute a tobacco product for commercial purposes in other than a sealed package that is provided by the manufacturer and that contains the health warning required by federal law.

Section 8. **Penalties.** (1) Failure to obtain a license as required by [section 3] or to post signs as provided in [section 4] is punishable by a civil penalty of $100.

(2) A person who violates [section 5(1)] may be punished by a civil penalty of $100. A subsequent violation within 1 year is punishable by a civil penalty of $200. A third violation is punishable by a civil penalty of $300 if two violations occurred within the 2-year period prior to that violation. A fourth violation is punishable by a civil penalty of $500 if three or more violations occurred within the 2-year period prior to that violation.

(3) A person who violates [section 7] is guilty of a misdemeanor and upon conviction is liable for a civil penalty of not more than $100 for the first violation. A subsequent violation is punishable by a

civil penalty of not more than $200. A third or subsequent violation is punishable by a civil penalty of not more than $500.

(4) A license holder is not subject to a civil penalty under subsection (2) for a violation by his employee or agent if the sale was without the knowledge of the license holder and the license holder shows that the license holder had in place a system to prevent violations of [section 5(1)].

(5) The county attorney of the county in which a civil penalty is imposed under subsection (2) shall inform the department of revenue of the imposition of the penalty.

Section 9. **Use of tobacco product in public school building or property prohibited.** (1) An individual may not use a tobacco product in a public school building or property during school hours.

(2) Subsection (1) does not apply to the use of a tobacco product:

(a) in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with use of a tobacco product;

(b) as a part of a play, performance, or other theatrical event sanctioned by a school administrator or faculty member;

(c) after school hours by persons in a tobacco, alcohol, or drug rehabilitation, counseling, or control group using school facilities for a meeting or event that is in furtherance of the group's goals and that is sanctioned by a school administrator or other public official; or

(d) by nonstudent adults in any area designated as a smoking area by the school administrator or by the board of trustees of the school district.

(3) The principal of an elementary or secondary school, or the principal's designee, may enforce this section.

(4) For the purposes of this section, the following definitions apply:

(a) "Public school building or property":

(i) means public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and

(ii) includes school playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

(b) "Tobacco product" means a substance intended for human consumption that contains tobacco, including cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco.

Section 10. **Local regulations.** A local government may by ordinance adopt regulations on the subjects of [sections 1 through 8] that are no more stringent than [sections 1 through 8].

Section 11. **Rulemaking authority.** The department of revenue may adopt rules to implement [sections 1 through 8].

The Process of Becoming Tobacco Free

Positive Points to Remember

- A tobacco-free policy reinforces the message that tobacco use is dangerous to one's health, as well as those around them.
- A tobacco-free policy supports students in making the rational decision not to use tobacco.
- A tobacco-free policy encourages and supports students and faculty who do use tobacco in their attempt to quit.
- A tobacco-free policy reduces peer pressure associated with initiation to smoking within the school environment.
- A tobacco-free policy demonstrates that the school, as a provider of education for youth, cares enough to provide a safe and healthy learning/work environment.
- A tobacco-free policy will gain majority favorable approval from the student body, their parents, and the community.
- A tobacco-free policy improves student, faculty and community relations, eliminating the worry and dangers of environmental tobacco smoke and the possibility of future drug addictions by youth.
- A tobacco-free policy acknowledges H.B. 548, the new Montana state law which requires purchasers of tobacco products to be at least 18 years of age or older.

Developing a Tobacco-Free School Policy

1. **Obtain the commitment of school administrators and the local school board for development of a comprehensive tobacco-free policy.**

   a. Meet with the school administration and/or school board and request a review of the policy (or discuss the lack of one) and obtain board commitment for the development of a comprehensive tobacco-free policy.

   b. Recommend the formation of a broad-based advisory committee to research and recommend a new policy.

   c. Obtain support of top management and suggest an active and visible role in the process.

2. **Form a broad-based advisory committee for the purpose of reviewing the current policy, collecting relevant data, soliciting opinions, making recommendations, and constructing and submitting a final draft tobacco-free policy for approval.**

   a. Form the advisory committee. Include a school board member, school administrator, teacher(s), drug-free schools coordinator, local D.A.R.E. officer, community members, etc.

   b. Review the current policy. Collect data relevant of the health, economic, and legal consequences of tobacco use in the school and make recommendations for deficient areas based upon supporting factual (quantitative) information.

   c. Research existing labor contracts to determine if employee (faculty) smoking rights are addressed.

   d. Develop and distribute a short survey instrument to faculty and to a random selection of students to collect opinion (qualitative) data.

   e. Discuss concerns of the local school board, administration, and interested others.

   f. Determine possible areas of conflict and provide anticipatory solutions or alternatives for inclusion within the structure of the proposed policy.

3. **Develop the new tobacco-free policy.**

   a. The new policy should be comprehensive in scope, simple and specific in its delineation. For example, smoking and chewing tobacco should be given similar attention. Rationale for the various segments of the policy as well as benefits should be included.

   b. The new policy should be uniform in its application. Identify where and to whom the policy applies. For example, outbuildings which reside on the school property should be subject to the same provisions outlined in the policy as the main school building.

c. Include violation and enforcement provisions within the policy. Invite local law enforcement to assist. Be creative here!

d. Set a start date for the policy, such as the first day of the new school year.

4. **Present the new policy to the school board.**

a. Make the necessary contacts to be placed on the school board meeting agenda.

b. Assemble a small group of policy supporters to develop and provide a presentation to the board, providing information on the rationale for the policy, the content of the policy itself, and the implementation plan including enforcement, complaints and possible conflicts.

c. Provide a brief "fact sheet" and a copy of the draft policy to each board member. Use audiovisuals such as slides, overheads or flip charts. Endorsement of the draft policy by a recognized community leader can also be beneficial. Also, community support and attendance at the meeting can be vital.

5. **Implement the new tobacco-free policy.**

a. Allow sufficient time for people to prepare for implementation of the policy. Create an implementation timetable which allows for a smoother integration.

b. Identify tobacco cessation resources available to tobacco users affected by the policy.

c. Provide training to volunteer faculty members in policy enforcement, student/faculty counseling and conflict resolution. Focus on the use of tobacco, not the user.

d. Absolute enforcement expectations will minimize problems.

e. Conduct a public relations and communication campaign announcing the new policy to faculty, students, parents, and the community.

6. **Communicate a description of the new policy and rationale, the benefits of a tobacco-free school, those who will be affected, the enactment date, enforcement procedures, how and where to obtain help with quitting tobacco use, and any other issues surrounding the new policy.**

Three months in advance of the policy enactment date, administer a communications plan directed toward the **faculty, students, parents** and the **community.**

FACULTY—

- Send each faculty member a copy of the policy with an explanation of why the policy is necessary.
- Discuss the new policy at a staff meeting.
- Include an article(s) in the staff newsletter.
- Distribute information in the staff lounge.
- Inform all potential employees of the policy.

- Post signs in all restrooms, lounges, meeting rooms, vehicles and building foyers.

STUDENTS—Provide information through. . .

- Student handbooks and orientation meetings.
- Student body organizations.
- Verbal and written announcements.
- Student-designed posters, banners and signs.
- School newspaper articles.
- Health and physical education classes.

PARENTS—Inform them by. . .

- Sending a letter to each parent explaining the new policy, providing an explanation of why the policy is needed and asking for their support.
- Involving and requesting the support of parent organization groups from the beginning.
- Posting signs at the entrance of the school asking for their support and adherence to the policy.
- Publishing articles in the newspaper or stories on the radio and television news.

COMMUNITY—Inform them through. . .

- Feature stories in the newspaper.
- Letters to the editor in the newspaper.
- Signs at all school entrances/ foyers.
- Empowering students and staff to ask community members to refrain from using tobacco while at school.
- Announcements of the new policy at all athletic events, meetings, concerts, plays and other public events.
- A letter to those neighboring retailers and homeowners near the school to inform them about the policy and encourage their support.
- Widespread use of the "Tobacco-Free School" logo on letterhead, envelopes, student organization materials, school function programs, etc.

Sample Policies

Kalispell School District #5
Tobacco-Free District

Smoking and chewing are prohibited in all buildings (including lobbies) operated by the district 24 hours a day, 365 days a year.

Those using tobacco in our buildings, at public events, or during a rental arrangement will be asked to leave the premises to smoke or chew.

The District will provide tobacco use cessation classes to all interested employees hired before February 1990 upon request and will develop tobacco use cessation support groups thereafter for those who have quit using tobacco but feel the need for continued support.

District #5 Student Policy follows:

817.2.2 Tobacco

The use, buying, selling, or transferring of such products by students is prohibited on School District #5 premises and/or in connection with any school sanctioned/sponsored activity.*

Any student suspected of violation of this policy will be handled in the following manner:

1. Parent(s) or guardian(s) will be notified if, after an appropriate interview, the student is determined to have participated in buying, selling, possessing, consuming, giving away, or using tobacco or tobacco products.
2. At the discretion of the school authorities and/or upon parent request, the appropriate law enforcement and/or community agency may be contacted.
3. Consequences will be decided by school authorities. Those consequences may include suspension, recommended treatment, deferred expulsion status, and/or expulsion from School District #5 schools.

*These provisions are in effect regardless of the location as long as the activity is school sponsored (i.e., a golf meet on a public course).

Bozeman Public Schools
Tobacco-Free Policy

In the interest of having healthy employees and positive health models for students, the Bozeman Public School District maintains tobacco free buildings and grounds. The following stipulations constitute the tobacco policy for the Bozeman Public Schools.

1. All school buildings are hereby declared as tobacco-free schools. No use of tobacco will be permitted on Bozeman School District grounds or facilities.

2. After July 1, 1991, use of tobacco will not be allowed on any school property nor will employees be allowed to use tobacco while on duty in the presence of students.

3. New employees of the district will be hired with the understanding that they will be directed not to use tobacco at their place of work.

4. Limitations or prohibitions on tobacco use are applicable to <u>all</u> hours.

Adopted: 7/27/87; Rev. 9/12/88; Rev. 2/11/91; Rev. 4/12/93

Blue Cross & Blue Shield of Montana

The following schedule is recommended to institute the Non-smoking Program at Blue Cross and Blue Shield of Montana:

1. Gain top management commitment through one-hour orientation program.
2. Gain employee commitment. Do smoking survey with all employees.
3. Develop policy and/or program.
4. Plan implementation, suggested steps are:
   a. November 1—Do smoking survey
   b. November 10—Announce program
   c. November 20—Smoke-out
   d. November 20—Smoke-free meetings
   e. November 20—Free Smoking Cessation Programs offered at work
   f. February 17, 1987—Smoking allowed only in one lounge in Great Falls and one part of Helena lounge
   g. January 1, 1988—No smoking on premises

   Samples of suggested formats for announcing these items are attached. If you approve, we can begin with Step 1—Gaining Management Commitment.

Memorandum

To: All Blue Cross and Blue Shield Employees

Subject: Smoke-Free Environment

We at Blue Cross and Blue Shield have been concerned about the issue of smoking in the workplace and mounting evidence of the wide range of ill effects that smoking has on our health and environment.

As a leader in health care, we are committed to promoting better health. This concern should begin with you. As a major provider of health insurance in this state, we have the responsibility to take action on this very important issue of smoking in the workplace. In recognition of that responsibility and in keeping with our continuing effort to provide you with a healthier workplace, we are implementing a plan to create a smoke-free environment.

We recognize that this change will be difficult, and accordingly a phased plan has been designed.

- Phase I, which is effective immediately, will bring about a smoke-free environment in all meetings, conferences and training sessions. This also includes meetings that we host in off-site locations. In order to accommodate smokers as well as non-smokers, breaks may be requested in meetings lasting longer than one hour.

- Phase II will be implemented in September 1986. In this phase, all work areas throughout the company will be smoke free. This includes offices, work stations and open work areas. Designated smoking areas will be provided in each building during this phase. Additionally, cigarettes will not be available for purchase on company property.
- Phase III completes our transition to a totally smoke-free environment. Effective January 1, 1987, there will be no smoking on company premises.

To further assist those wishing to take advantage of this opportunity to quit smoking, we will be sponsoring programs during this period. Specific information regarding the following programs will be forwarded to you during the next several weeks.

- Fresh Start, conducted by the American Cancer Society
- Freedom From Smoking, conducted by the American Lung Association
- Intensive Care Smoking Cessation
- Nicorette Gum and Medical Evaluation, conducted by Dr. Janet Greenhut, Physician, Employee Health Services
- Johns Hopkins University, School of Medicine, pulmonary study for smokers age 35-60

With your understanding and cooperation, we can create a better environment and improve our work life together. We have an opportunity to make a commitment to each other to do this and I have every confidence that with your assistance we can succeed.

Norwest Bank

Norwest Banking Group and Corporate Office Smoking Standard

Norwest is committed to providing a comfortable, healthy and productive work environment for all company employees. Smoking and secondhand smoke have a detrimental impact on employee relations and pose definite health hazards.

As a result, Norwest will implement a smoking standard regarding smoking in the workplace to support our company concerns and objectives and to meet the requirements of current legislation.

As of July 1, 1988, smoking is permitted only within those areas identified as designated smoking areas. These areas will be specified sections of company cafeterias and employee lounges, if not in conflict with state or local legislation.

Smoking will be prohibited in all areas that are not specifically identified or designated (including all work areas, private offices, training/conference rooms, restrooms, lobbies, hallways, stairwells, elevators and all other public areas).

All employees are responsible for complying with this policy. Its success depends on the thoughtfulness and cooperation of smokers and non-smokers throughout the Company. Managers and supervisors will be responsible for enforcement within their departments. Noncompliance will be reviewed under the Employee Performance Counseling and Discipline Standard (MER-0304). Contact your supervisor or Human Resources Representative for additional information or to report any problems related to this policy.

Questions & Answers About Norwest's New Smoking Standard

1. **Why do we need a smoking standard?**

   Norwest's new smoking standard has been created in response to a variety of factors including an increasing number of employees' complaints and an effort to comply more consistently with state legislation.

2. **Why is Norwest so concerned about smoking—there are a lot of other unhealthy habits?**

   Cigarette smoking is different because the very act of smoking creates a health hazard for everyone else around the smoker. Environmental tobacco smoke is one of the major health and safety issues in the workplace today. Quitting smoking is still a personal decision for smokers to make—but smoking in the workplace is the main issue of concern.

3. **How will the standard be enforced?**

   Smoking in unapproved areas will be treated like any other violation of a company standard. Managers are responsible for ensuring that their employees comply with all Norwest policies. Noncompliance will be reviewed under the Performance Counseling and Discipline Standard (MER-03-04).

4. **What will happen if an employee refuses to follow the smoking policy?**

As with other Norwest policies, violations are not permitted. Repeated violations will result in progressive discipline—up to and including termination.

5. **Now that we are no longer permitted to smoke at our work areas, do we get additional breaks for smoking?**

No. There will be no change in current policies and procedures regarding work time breaks.

6. **Won't there be a loss of productivity due to smoking only in designated areas?**

Excessive time away from work areas is unacceptable for any reason. Managers must address frequent absences for smoking in the same manner they would for other time away from work areas.

Sample Surveys

Employee Survey about Smoking on School Campus

This survey is designed to be used prior to establishing a smoking policy.

1. What is your opinion of a smoking policy for your *usual and immediate work/teaching area? (Check one)*

   ☐ 1. There should be no restrictions.

   ☐ 2. There should be a total ban on smoking.

   ☐ 3. There should be designated smoking and non-smoking areas.

   ☐ 4. Other (please specify)_____

2. What is your opinion of a smoking policy for *other areas on campus?* (Check appropriate column.)

	There should be no restrictions 1	**There should be a total ban on smoking 2**	**There should be designated smoking & non-smoking areas 3**
a) conference room			
b) cafeteria			
c) break room (staff lounge)			
d) restrooms			
e) other (please specify)			

3. Do you feel our school should offer programs to employees to help them stop smoking?

   ☐ 1. Yes

   ☐ 2. No

4. Please indicate the extent to which you are bothered by someone else smoking on campus.

   ☐ 1. Frequently

   ☐ 2. Occasionally

   ☐ 3. Seldom

   ☐ 4. Never

5. If you are bothered by smoking on campus, in what way are you bothered? (Select all that apply.)

- ☐ 1. Clothes and hair smell
- ☐ 2. Eye irritation
- ☐ 3. Coughing
- ☐ 4. Headaches
- ☐ 5. Interferes with work performance
- ☐ 6. Concern for long-term health effects
- ☐ 7. Other (please describe)_____

6. How would you classify your current smoking status?

- ☐ 1. Current cigarette smoker
- ☐ 2. Current pipe or cigar smoker
- ☐ 3. Ex-smoker
- ☐ 4. Never smoked

—The following two questions are to be answered by current cigarette smokers only—

7. If our school offered a program to help you stop smoking, would you attend?

- ☐ 1. Yes
- ☐ 2. No
- ☐ 3. Not sure

8. If our school introduced a policy which restricted smoking on campus, how do you think this would affect your overall smoking? (Select only one.)

- ☐ 1. It would not affect my smoking.
- ☐ 2. I would probably smoke more away from work.
- ☐ 3. It might reduce the overall amount I smoke.
- ☐ 4. I might try to quit.

—OPTIONAL—

The following questions should be answered by all employees.

9. How many employees are there in your usual or immediate work area?

- ☐ 1. 1-5
- ☐ 2. 6-10
- ☐ 3. 11-50

10. How many employees in your usual or immediate work area smoke cigarettes?

- ☐ 1. None
- ☐ 2. 1-5
- ☐ 3. 6-10
- ☐ 4. 11-50

11. Are you . . .

- ☐ 1. Male
- ☐ 2. Female

12. What is your age?

- ☐ 1. 18-25
- ☐ 2. 26-35
- ☐ 3. 36-55
- ☐ 4. Over 55

13. Are you . . .

- ☐ 1. Office/clerical
- ☐ 2. Faculty
- ☐ 3. Other (please specify)_____

14. Additional Comments:_____

_____

_____

_____

_____

_____

THANK YOU FOR YOUR HELP!!

Sample Employee Tobacco Policy Survey

This survey is designed to assist school administrators interested in revising an existing smoking policy.

To: _____

From: _____

Subject: Smoking/Nonsmoking Policy Survey

_____ is reviewing the current tobacco-use policy. As a first step in this process, we would like some information from school faculty and staff. If you would like your opinions to be considered on this issue, please take the time to fill out this questionnaire. Please answer the questions as fully and honestly as possible. Your responses will be used to guide the formation of a new smoking/nonsmoking policy. Your answers will be confidential and anonymous. Return the questions to: _____ by (date) _____.
Thank you for participating in this process.

1. Please check the appropriate spaces:
   - ☐ Male
   - ☐ Female

2. Indicate how you feel about each of the following statements concerning tobacco policy:

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Care
a. The present policy on smoking is adequate.					
b. The right of a nonsmoker who wants smoke-free air should have priority over the right of a smoker who wants to smoke.					
c. The occupant of a private office should not be allowed to smoke while meeting with a non-smoking visitor.					
d. Tobacco use should be prohibited at all meetings in the building.					

3. How often do you use the staff cafeteria or lounge?

- ☐ More than 5 times a week
- ☐ About 4-5 times per week
- ☐ About 2-3 times per week
- ☐ About once a week
- ☐ Less than once a week

4. Do you think that the nonsmoking area in the cafeteria or lounge is adequate?

☐ Yes ☐ No

Comments:_____

5. Would you use the cafeteria/lounge more or less often if it were smoke free?

- ☐ More often
- ☐ Less often
- ☐ About the same

6. Do you now smoke cigarettes, cigars, pipes or use chewing tobacco?

☐ Yes (skip to question 8) ☐ No

7. Have you ever used tobacco on a regular basis?

☐ Yes ☐ No

8. What programs would you like to see made available to employees?

- ☐ Group smoking cessation programs run by outside experts
- ☐ Educational materials for those who want to quit on their own
- ☐ Exercise programs
- ☐ Contests or awards for those who quit
- ☐ Incentives for all nonsmokers

9. If you currently use tobacco, would you take part in one of the programs listed above?

☐ Yes ☐ No ☐ Maybe

10. What three items do you think are most important to be included in the tobacco use policy (list in order of importance):

1._____

2._____

3._____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.

Please return to:_____ **by**_____

Sample Student Tobacco Policy Survey

This survey is designed for school districts to receive student feedback concerning the implementation of a tobacco policy.

Current grade _____ ☐ Male ☐ Female

1. Indicate how often you are bothered by someone smoking at school:
   - ☐ a. Frequently
   - ☐ b. Occasionally
   - ☐ c. Seldom
   - ☐ d. Never

2. Indicate how often you are bothered by someone using smokeless tobacco (chewing/dipping) at school:
   - ☐ a. Frequently
   - ☐ b. Occasionally
   - ☐ c. Seldom
   - ☐ d. Never

3. If you are bothered by someone using tobacco in school, in what way(s) are you bothered? (Check all that apply.)
   - ☐ a. Clothes and hair smell
   - ☐ b. Eye irritation
   - ☐ c. Coughing
   - ☐ d. Headaches
   - ☐ e. Irritates an allergy
   - ☐ f. Concern for long-term health
   - ☐ g. Interferes with working/studying
   - ☐ h. School building smells
   - ☐ i. Tobacco juice on floors, in drinking fountains
   - ☐ j. Smoke/cigarette butts at entrances
   - ☐ k. Other (please describe):_____

     _____

4. Do you think the school system should offer programs to students who want to quit smoking or chewing?
   ☐ Yes ☐ No

5. What is your opinion of a total ban on tobacco use in school buildings and on school grounds for students, staff and community members?
   - ☐ a. I strongly approve
   - ☐ b. I approve
   - ☐ c. I don't care
   - ☐ d. I disapprove
   - ☐ e. I strongly disapprove

6. In your opinion, would students be more likely to follow a tobacco policy if it was the same policy for adults who use the schools?

- ☐ a. Yes, definitely
- ☐ b. Maybe
- ☐ c. No
- ☐ d. I don't know

7. How would you classify your current tobacco use status?

- ☐ a. Never smoked or chewed
- ☐ b. Current cigarette smoker (at least once a week—go to question 8)
- ☐ c. Current chewer/dipper (at least once a week—go to question 11)
- ☐ d. Current smoker and chewer (go to question 8)
- ☐ e. Current pipe/cigar smoker (go to question 8)
- ☐ f. Ex-smoker
- ☐ g. Ex-chewer

—ANSWERED BY SMOKERS ONLY—

8. What grade were you in when you started smoking?

☐ 1	☐ 5	☐ 9
☐ 2	☐ 6	☐ 10
☐ 3	☐ 7	☐ 11
☐ 4	☐ 8	☐ 12

9. How long have you been smoking?

- ☐ a. Less than 1 month
- ☐ b. 1 month-11 months
- ☐ c. 1-2 years
- ☐ d. 3-4 years
- ☐ e. 5-6 years
- ☐ f. More than 6 years

10. How do you think a total ban on tobacco use on school premises would affect your overall smoking?

- ☐ a. It would not affect my smoking.
- ☐ b. I would probably smoke more away from school.
- ☐ c. It might reduce the overall amount I smoke.
- ☐ d. I might try to quit.

—ANSWERED BY CHEWERS ONLY—

11. What grade were you in when you started chewing/dipping?

☐ 1	☐ 5	☐ 9
☐ 2	☐ 6	☐ 10
☐ 3	☐ 7	☐ 11
☐ 4	☐ 8	☐ 12

12. How long have you been chewing/dipping?

- ☐ a. Less than 1 month
- ☐ b. 1 month-11 months
- ☐ c. 1-2 years
- ☐ d. 3-4 years
- ☐ e. 5-6 years
- ☐ f. More than 6 years

13. How do you think a total ban on tobacco use on school premises would affect your overall use of smokeless tobacco?

- ☐ a. It would not affect my use.
- ☐ b. I would probably chew/dip more away from school.
- ☐ c. It might reduce the overall amount I chew/dip.
- ☐ d. I might try to quit.

14. Any other comments about school tobacco use policies:_____

_____

_____

Organizations with More Information

Listed below are selected organizations that provide information about the effects of secondhand smoke, assistance in establishing smoke-free policies and advice on stopping smoking.

Office on Smoking and Health
Centers for Disease Control and Prevention
Mailstop K-50
4770 Buford Highway, N.E.
Atlanta, GA 30341-3724
1-800-CDC-1311 (copies of action guide on secondhand smoke)
(404) 488-5705 (other information)
•Information about smoking and health including pamphlets, posters, and scientific reports.

Action on Smoking and Health
2013 H Street, N.W.
Washington, DC 20006
(202) 659-4310
•Information about a variety of smoking and health issues, with a focus on nonsmoking laws and policies.

American Cancer Society
1599 Clifton Road, N.E.
Atlanta, GA 30329
1-800-ACS-2345
•Information and education programs on tobacco and secondhand smoke; individual and group stop-smoking programs.

American Heart Association
National Center
7272 Greenville Avenue
Dallas, TX 75231
(214) 373-6300
Or contact your local Heart Association in the white pages of the phone book.
•Smoking information and education programs for schools, workplaces, and health care facilities.

American Lung Association
1740 Broadway
New York, NY 10019-4274
(212) 315-8700
Or contact your local Lung Association in the white pages of the phone book.
•Information and programs on smoking prevention, cessation, and the protection of nonsmokers' rights.

Americans for Nonsmokers' Rights
Suite J
2530 San Pablo Avenue
Berkeley, CA 94702
(510) 841-3032
•Information to help organizations and individuals pass clean indoor air ordinances, implement workplace regulations, and develop workplace smoking policies.

Environmental Protection Agency
Indoor Air Quality Information Clearinghouse
P.O. Box 37133
Washington, DC 20012-7133
1-800-438-4318
•Information about secondhand smoke and indoor air pollution.

Group Against Smokers Pollution (GASP)
P.O. Box 632
College Park, MD 20740
(301) 459-4791
•Information and programs about secondhand smoke and the establishment and enforcement of nonsmoking laws and policies.

March of Dimes Birth Defects Foundation
1275 Mamaroneck Avenue
White Plains, NY 10605
(914) 428-7100
•Information about smoking and health including the effects of smoking during pregnancy.

National Cancer Institute
Building 31, Room 10A24
9000 Rockville Pike
Bethesda, MD 20892
1-800-4-CANCER
•Information about smoking and health; stop-smoking telephone counseling.

National Heart, Lung, and Blood Institute
Information Center
P.O. Box 30105
Bethesda, MD 20824-0105
(301) 951-3260
•Information about smoking, heart disease, and lung disease.

State and Local Health Departments

Health Enhancement Division
Office of Public Instruction
P.O. Box 202501
Helena, MT 59620-2501

Department of Health & Environmental Sciences
Cogswell Building
P.O. Box 200901
Helena, MT 59620-0901

Check the government section of the phone book for current numbers and addresses.
•Information on smoking and health and existing smoking regulations.

Tobacco Free school signs and decals, such as the one pictured here, can be obtained from the Montana offices of the American Heart Association, 510 1st Ave. No. #4, Great Falls, MT 59401; American Cancer Society, 313 N. 32nd, Suite 1, Billings, MT 59101; or the American Lung Association, 825 Helena Avenue, Helena, MT 59601. In addition, if you would like public recognition for your policy, Tobacco Free School applications can be obtained by writing the Montana Tri-Agency Coalition, 825 Helena Avenue, Helena, MT 59601.

Nancy Keenan, Superintendent
PO Box 202501
Helena, MT 59620-2501

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